	Title	Duration
1)	Questionnaire	2w 4d
1.1)	Send questionnaire to submitter	1d
1.2)	Submitter responds to questionnaire	1w
1.3)	Response to questionnaire received	
1.4)	Review questionnaire answers	3d
1.5)	Schedule initial 1-1 with submitter	1d
1.6)	Initial submitter meeting scheduled	
1.7)	Prepare for 1-1	1d 0.25h
2)	Initial submitter meeting	1d
2.1)	Understand data breadth	1d
2.2)	Understand data depth	1d
2.3)	Understand submitter's data structure, storage and encoding	1d
2.4)	Determine how (file/endpoint) and what format data will be received	1d
2.5)	Initial submitter meeting complete	
3)	Draft data plan	2w 2d 7.25h
3.1)	Create initial data plan with steps for submitter	1w 1d 7.25h
3.1.1)	Determine mode and frequency of communication	1d 7.25h
3.1.2)	Prioritize: determine first bolus of data for release target	3d 7.25h
3.1.3)	Determine mutually agreeable timelines for back-and-forth responses	1d 7.25h
3.1.4)	Draft data plan document and share	3d
3.2)	Submitter reviews and provides feedback	3d
3.3)	Update to working draft and share with submitter	1d
3.4)	Develop a rough estimate of effort (person/hours) ; include in data plan, share with submitter	1d
3.5)	Push data plan draft to doc site; notify all team leads	1d
3.6)	Working data plan complete and communicated	
4)	Obtain information needed for transformation and encoding	1w
4.1)	Obtain data field names and types from submitter	1w
4.2)	Obtain (partial) Bolus 1 data proper from submitter	1w
5)	Update model	1w 4d 6.5h
5.1)	Review data model to determine elements that can be reused	1w 6.5h
5.2)	Outline necessary updates to model	1w
5.3)	Make updates to model in repo branch and submit PR	2d
5.4)	Review PR and merge when complete	1d
5.5)	Model updates complete and merged	
6)	Build transformations	1w 4d 5.25h
6.1)	Develop transformations (might be on mock data)	3d 5.25h
6.2)	Develop scripts for pulling data from endpoints - if applicable	1d 5.25h
6.3)	Test transformations with engineering on dev with/without validation until satisfactory	1w 1d
6.4)	Commit transformation artifacts, scripts to repo	3d
6.5)	Transformations complete and committed	
7)	Obtain and transform full data bolus	3w 1d
7.1)	Submitter provides entire dataset targeted for release	1w
7.2)	Pull entire dataset needed for release from submitter endpoint, if applicable	3d
7.3)	Dataset for release received	
7.4)	Perform transformation to obtain loader-ready format (includes discussion with submitter as reqd)	1w
7.5)	Iterate with submitter and engineering to obtain a complete and validated load on pre-production tier	2d
7.6)	Communicate final process back to submitter	1d
7.7)	Upload or otherwise provide loader-ready data artifacts to engineering	1d
8)	Enter data release process	
9)	Data onboarding retrospective	1d